

Listing of all Vehicle Reviewer Recommendations

Directives, Manuals, and Operating Procedures (DMP)

1 Marketing and Regulatory Programs (MRP) Motor Vehicle Manual

- APHIS should provide a definition for defensive driving and high risk driver.
- APHIS Human Resources should obtain a copy of the person's state Motor Vehicle Record (MVR). This should occur at initial assignment to a position requiring driving and on a random basis afterwards. Also, ensure that drivers do not have a valid driver's license in more than one state.
- The manual should describe how operator driving ability, compliance with safety regulations, and defensive driving habits are evaluated. List and describe the additional training.
- 3c.–Change "...must be completed within 90 calendar days of employment..." to "...within 14 calendar days...." Also, develop policies to identify high risk operators. The following language is suggested:

HIGH-RISK DRIVERS

A driver will be classified as a high-risk driver if the MVR check indicates, or if it is otherwise determined, that the driver has one or more of the following violations within the last three years:

- a conviction for an alcohol and/or drug related driving offense;
- refusal to submit to a blood-alcohol content test;
- conviction for reckless driving;
- any combination of three or more moving violations, at fault accidents, or preventable accidents;
- suspension, revocation or administrative restriction;
- leaving the scene of an accident as defined by State laws;
- at fault in a fatal accident;
- a felony conviction involving a vehicle; or
- three or more Government vehicle physical damage claims.

MANAGEMENT CONTROLS FOR A HIGH RISK DRIVER

If an employee is identified as a high-risk driver, either Option One or Option Two below will be exercised:

Option One: Probation

- The high-risk driver will be placed on probation (ending two years from the date of the most recent violation).
- HR will conduct an MVR check every six months for the duration of the probationary period.
- The Safety Manager will be notified of any additional violations while the employee is on probation.
- Employee driving privileges will be immediately suspended if any single repeat violation or any additional violation occurs while on probation or if any terms of probation are violated.

Option Two: Suspension of Driving Privileges

The high-risk driver will not be authorized to drive a motor vehicle at any time on Government business. This action may result in the supervisor either transferring the employee to a non-driving position, if a position exists, or the employee may be subject to termination. The employee may reapply for company driving privileges after one year of suspension.

- Mandatory drug testing should be required for all accidents where negligence or misconduct of an employee is suspected.
 - Provide a vehicle orientation, or add it to the defensive driver training, to ensure all operators are able to perform safety checks. (same as TP-2)
 - Prior to towing a trailer, APHIS supervisors should require a demonstration of operator skills. (same as TP-3)
- 2 WS Directive 4.155 All-Terrain Vehicles and Snowmobiles
- ATVs - 3(b)(vii) contains extensive requirements for required equipment in snowmobiles. Although ATVs do not break down as often as snowmobiles, include a few of these items as required equipment in ATVs, such as a First Aid Kit. (same as EMF-4)
 - Snowmobiles - Add a vehicle maintenance section. (same as EMF-5)

Management and Administration (MA)

- 1 Establish a separate safety budget, independent from other operating budget(s). This will allow items to be identified and prioritized separately. It will also allow the scope and complexity of safety needs to be more visible. Such needs include not only equipment, but also training, communication, and travel needs.
- 2 Establish and implement a more systematic way to ensure compliance with policies and procedures, (e.g. WS Directives, Safety Manual).
- 3 Require drug testing as a condition of employment, on a random basis, and after any accident where driver error is involved
- 4 If possible, check State motor vehicle records to identify high risk drivers.

Training Program (TP)

- 1 Provide ATV and snowmobile safety training in addition to the manufacturer's training.
- 2 Provide training and a checklist for operators to perform daily vehicle safety checks.
- 3 If available, require and provide formal training for hauling trailers.

Additional Safety Staff (SS)

- 1 During interviews it was learned that Regional safety persons served on a collateral duty basis. Given the number of personnel in the field within the Eastern and Western Regions who have direct, daily exposure to safety hazards, these persons should be assigned on a full-time basis.

Equipment, Facilities and Maintenance (EFM)

- 1 Investigate the use of newer technologies to enhance communications. Given the critical nature of communications in case of an accident and in the supervisor-employee relationship, cell phone boosters, “bag phones” (these are higher-power cell phones such as the Motorola M800), and Personal Locator Beacons (PLBs) should be investigated for those Wildlife Specialists who frequently drop out of normal cell phone range during daily activities. (PLBs are similar to Emergency Locator Transmitters (ELTs) for downed aircraft.)
- 2 Improve roadside safety by the use of a magnetic strobe light that can be placed on the roof of a vehicle, marker cones placed behind and at a distance from the vehicle to warn approaching traffic, and the use of high-visibility vests. Collapsible cones are now available that can be locked inside tool boxes or elsewhere in pickup trucks to minimize the possibility of theft. Such cones are also available with LED blinker lights to improve visibility, especially in dark or semi-dark conditions. These cones can take the place of warning triangles that more commonly warn of roadside breakdown conditions.
- 3 Make use of newer communication technologies.
- 4 Like ATVs, snowmobiles can break down. Emergency equipment should be required on snowmobiles, such as a First Aid Kit. (same as DMP-2)
- 5 Snowmobiles - Add a vehicle maintenance section. (same as DMP-2)

Culture (C)

- 1 Make information on solutions to common problems, such as how others solved the referenced tire problem, available to field personnel by newsletter or possibly a website. Connectivity is limited for many field personnel, and a simple FTP site or website section that does not take a long time to open will make the information more accessible.
- 2 Enhance the safety incentive program and publicize it well among employees.